

## COMMAND LETTERHEAD

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FIRST ENDORSEMENT on YN1(SW/AW) Sailor Q. Jones, USN, *[FULL SSN]* ltr of *[date]*

From: Commanding Officer, USS SHIP (FFG 99)

To: Director, Military Community Management (BUPERS-319)

Subj: TIME IN SERVICE WAIVER REQUEST

1. Forwarded, recommending approval.
2. Petty Officer Jones is best and fully qualified for the XXXX LDO/CWO program. He has my recommendation for a time in service waiver.
3. My command point of contact is LT Sailor, [john.a.sailor@navy.mil](mailto:john.a.sailor@navy.mil) , 901-901-0901.

*[CO's Signature]*

"Acting" is acceptable

Not "By Direction"

Copy to:

YN1 Jones



*[Date]*

From: YN1(SW/AW) Sailor Q. Jones, USN  
To: Director, Military Community Management (BUPERS-319)  
Via: Commanding Officer, USS SHIP (FFG 99)

Subj: TIME IN SERVICE WAIVER REQUEST

Ref: (a) CNO WASHINGTON DC 032039Z JUN 21 (NAVADMIN 116/21)

1. Per references (a), I request a **XXX** day Time in Service waiver. The following information is provided for consideration by the selection board:

- a. Desired Designator(s): **6XXX/7XXX [Title]**
- b. Active duty service date: **[DD MMM YYYY]**
- c. Time in Service computed to 1 Oct 2022: **[YY MM DD]**

2. If you any questions, my contact information is (*e.g. imapplicant@navy.mil or 212-555-1234*).

Very respectfully,

*[APPLICANT'S SIGNATURE]*

Subj: APPLICATION FOR CONSIDERATION BY THE FY-## [***ACTIVE or RESERVE***]  
LIMITED DUTY OFFICER/CHIEF WARRANT OFFICER IN-SERVICE  
PROCUREMENT SELECTION BOARD